

**Classification:** Contract Specialist, NH-1102-III**Local Title:****Employing Office Location:** Orlando, Florida**Duty Station:** Orlando, FL**Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)1<sup>st</sup> Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)2<sup>nd</sup> Div: Project Support Group3<sup>rd</sup> Div: Contracts Directorate4<sup>th</sup> Div:

**Supervisor's Certification:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

**Immediate Supervisor:** J. Ronald Farr**Title:** Acting Director, Army Contracts Group**Signature:** \_\_\_\_\_/s/\_\_\_\_\_ **Date:** 3/31/03**Higher Supervisor or Manager:** \_\_\_\_\_**Title:** \_\_\_\_\_**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Classification/Job Grading Certification:** I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

**Classification Official:** Sharon Hightower**Title:** Chief, Human Resource Management Division**Signature:** \_\_\_\_\_/s/\_\_\_\_\_ **Date:** 4/25/03**FLSA:** Exempt **BUS Code:** 7777 **CL:** 335**Drug Test:** No**Emergency Ess:****Key Position:****OPM Functions Code:****Sensitivity:** NCS**Status:** Competitive**Reason for Submission:** Acq Demo Conversion**Subject to IA:** Yes**Previous PD Number:** Various**Mobilization:****Envir. Diff:****Career Prg ID:** 14**Acq Posn Category:** C**CAPL Number:****Acq Career Level:** 3**Acq Posn Type:** 4**Acq Special Asgmt:** F**Acq Prog Ind:****Career Spec – Primary:** 4**Career Spec – Sec:** 2**Cont Job Site:****Mobility:****Financial Disclosure:** ☐ Public Financial☒ Confidential Financial☐ Supervisor ☐ Manager ☒ Neither**Citation 1:** USOPM PCS for Contracting Series, GS-1102, TS-71, December 1983**Citation 2:** AWF, PDP, BLD, Federal Register, Volume 64, Jan 99

**Acquisition Workforce Demo Project**  
**Position Requirements Document**

**I. Organization information:**

Position is located in a Division in the Contracts Directorate, Project Support Group, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

**II. Position information:**

Contract Specialist, NH-1102-III

**III. Duties:**

Serves as Senior Contract Specialist or Team leader responsible for requirements from relatively straightforward material acquisitions to highly complex research and development or test and evaluation service effort, and major simulation and training systems. Acquisitions support multi-service requirements of the Army, Navy, Marines, Air Force, as well as Foreign Military Sales (FMS) and other Inter-agency Commands.

Responsible for pre-award and post-award functions involving highly complex and specialized procurements of significant importance to the PEO STRI mission. Requirements typically involve major programs that are categorized as Acquisition Category (ACAT) I - IV Programs that include acquisition of extensive specialized simulation equipment or systems; and complex/unique services in support of training system programs.

Incumbent must be able to obtain and maintain a Secret security clearance.

Incumbent may be required to travel within the U.S./overseas by commercial aircraft.

Incumbent may serve as a warranted Contracting Officer and as such must satisfy the education, experience and training requirements commensurate to the type/class of warrant issued.

Serves as advisor to technical customers in procurement planning meetings on procurement objectives to be used, and assists in the preparation of statements of work and other solicitation documents. Conducts conferences; obtains appropriate data; issues necessary solicitation notices. Performs detailed cost and price analysis utilizing reports inputs from various sources to arrive at a fair and reasonable price. Explores new or

innovative contracting approaches to arrive at an equitable contract arrangement.

Performs contract administration to include representing the government in all contractual discussions/actions and preparation of adjustments, orders, notices or letters, up to and including contract closeout or termination for the convenience of the government or default by the contractor.

Plans and coordinates negotiation strategy with negotiation team and leads the contract negotiations. Awards the contract. Represents the government in all protests, claims or appeals.

Performs long range acquisition planning and business strategies. Identifies within major subsystems, components, equipment, and services to be acquired by contract. Develops procurement objectives. Prepares and maintains current acquisition plans, appropriate milestone charts, and related schedules requiring review by the program manager.

Performs other duties as assigned.

#### **IV. Factors**

Factor: 1. - Problem Solving Level III.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods. Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment. Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.

Factor: 2. - Teamwork/Cooperation Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish complex projects/programs. Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Expertise is sought by peers.

Factor: 3. - Customer Relations Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customers. Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to program/projects. Interacts independently and proactively with customers to identify and define complex/difficult problems and to develop and implement strategies or techniques for resolving problems (e.g., determining priorities and resolving conflict among customers' requirements).

Factor: 4. - Leadership/Supervision Level III.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. Defines, organizes, and assigns activities to accomplish project/program goals. Guides, motivates, and oversees the activities of individuals and teams with focus on project/program issues. Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.

Factor: 5. - Communication Level II/III.

Work is timely, efficient, and of acceptable quality. Communications are clear concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates project or program results to all levels, internally and externally. Reviews and approves, or is a major contributor to/lead author of, management reports or contractual documents for external distribution. Provides inputs to policies. Presents briefings to obtain consensus/approval.

Factor: 6. - Resource Management Level III.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness

Plans and allocates resources to accomplish multiple project/programs. Identifies and optimizes resources to accomplish multiple project/program goals. Effectively accomplishes multiple project/program goals within established guidelines.

#### **STAFFING KSA'S**

Knowledge of assigned contracting and procurement specializations, and applicable contract types

Knowledge of Government and agency-specific guidelines and business practices, including statutes, regulations, policies and procedures that cover different contract types

Ability to recognize and analyze problems, conducts research, summarize results, and make appropriate recommendations

Knowledge of business practices and market conditions applicable to acquisition requirements

Completion of all Defense Acquisition Workforce Improvement Act (DAWIA) requirements

Ability to recognize and analyze problems, conducts research, summarize results, and make appropriate recommendations

Ability to communicate orally

Ability to negotiate

Ability to communicate in writing

Ability to plan, organize work, and meet deadlines